



DEPARTMENT OF PUBLIC SOCIAL SERVICES

BUREAU OF SPECIAL OPERATIONS

ADMINISTRATIVE DIRECTIVE

Number:

4486

Date:

10/27/04

**SUBJECT: INFORMING RESOURCE & REFERRAL/ALTERNATIVE PAYMENT PROGRAM
AGENCIES OF DPSS FRAUD INVESTIGATION FINDINGS**

REFERENCE ADMINISTRATIVE DIRECTIVE 4126, DATED SEPTEMBER 24, 2002

CANCELS: None

CANCEL DATE: NONE

FILE IN:

SPECIAL ATTENTION:

[X] CalWORKs PROGRAM

NO REPORT OR SURVEY REQUIRED

[X] GAIN PROGRAM

[X] CONTRACT MANAGEMENT SECTION II

[X] CHILD CARE COORDINATORS

[X] CHILD CARE ALLIANCE OF LOS ANGELES

I. PURPOSE/BACKGROUND

This Administrative Directive releases instructions for notifying Resource & Referral/Alternative Payment Program (R&R/APP) agencies of the status of referrals containing allegations of Child Care fraud. A specialized unit has been created at the Welfare Fraud Prevention & Investigations (WFP&I) Section to investigate fraud in the CalWORKs Stage I Child Care Program.

The attached forms were developed to enhance communication between WFP&I and the R&R/APP agencies.

II. POLICY

Referrals received from R&R/APP and GAIN/contracted GAIN case management staff with allegations of suspected Child Care fraud are referred to the Child Care Fraud & Overissuance Unit at WFP&I headquarters, located at 12000 S. Hawthorne Blvd., Hawthorne CA 90250.

II. POLICY (Continued)

FORM

1. WFP&I 386, Acknowledgement Letter (Attachment I)
2. WFP&I 387, No Fraud Found Letter (Attachment II)
3. WFP&I 388, Interim Findings Letter (Attachment III)
4. WFP&I 389, DA Referral Letter (Attachment IV)
5. WFP&I 390, DA Prosecution Results Letter (Attachment V)
6. WFP&I 391, DA Declined Letter (Attachment VI)

USE

Acknowledge receipt of referral.

Notification that investigation uncovered no fraud.

Report interim findings that may affect eligibility.

Notification of positive fraud and that the case has been referred to the District Attorney's office for possible prosecution.

Notification of final results of DA court case and sentencing.

Report District Attorney declined case for prosecution and recommends civil action.

III. PROCEDURES

Effective with the release of this Directive, the appropriate agency notification letters will be completed by WFP&I staff and forwarded to the referring R&R/APP agency at pre-defined stages of the investigation. All of the letters will not be used on every referral. The letters are to be signed by the WFP&I Director or Human Services Administrator I, as required.

Any questions regarding this Directive should be directed to the appropriate Human Services Administrator I at the WFP&I Section.


HENRY E. FELDER, DIRECTOR
BUREAU OF SPECIAL OPERATIONS

HEF:GJ:LE:jr

Lists I,II,III,IV

Attachments

Clearance/Approval:

BAS [X] BWS [X] BSO [X] BPP [X]

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO
Director



Board of Supervisors

GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Date:

Jane Doe, Director
ABCD Child Development Center
1234 Any Old Street
Somewhere, CA 99999

Dear Ms. Doe,

This is to acknowledge receipt of the following referral:

Case Name:

Case Number:

Referral Date:

If you have any questions, please call me at (310) 349-XXXX.

Sincerely,

XXXXXX XXXXXXXXX, Human Services Administrator I
Welfare Fraud Prevention & Investigations Section

XX:xx

WFP&I 386-Acknowledgment

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BRYCE YOKOMIZO
 Director



Date:

Susie Smith, Director
 Crystal Stairs, Inc.
 1234 Any Old Street
 Somewhere, CA 99999

Board of Supervisors

GLORIA MOLINA
 First District

YVONNE B. BURKE
 Second District

ZEV YAROSLAVSKY
 Third District

DON KNABE
 Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

Dear Ms. Smith:

This is to provide you with a final disposition of the following fraud referral:

Case Name:

Case Number:

Suspect(s):

Date Referral Received:

Our investigation of the allegation(s) has uncovered no evidence of fraud. If you have additional information or any evidence that could affect our findings, please submit the information as soon as possible.

If you or your staff need any additional information, you may contact XXXXX XXXXXXXX, Human Services Administrator I at (310) 349-XXXX.

Sincerely,

Luther Evans, Director
 Welfare Fraud Prevention & Investigations Section

LE:XX:xx

WFP&I 387-No Fraud Found

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 Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

Date:

Jane Doe, Director
 ABCD Child Development Center
 1234 Any Old Street
 Somewhere, CA 99999

Dear Ms. Doe,

This is to provide you with interim findings on the following referral:

Case Name:

Case Number:

Suspect(s):

Referral Date:

I am recommending that you re-evaluate eligibility. Our investigation to date has uncovered the following:

We will provide you with a final disposition at the conclusion of our investigation.

If you have any questions, please call me at (310) 349-XXXX.

Sincerely,

XXXXXX XXXXXX, Human Services Administrator I
 Welfare Fraud Prevention & Investigations Section

XX:xx

WFP&I 388-Interim

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DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Date:

Susie Smith, Director
Crystal Stairs, Inc.
1234 Any Old Street
Somewhere, CA 99999

Dear Ms. Smith:

This is to provide you with a response to the following fraud referral:

Case Name:

Case Number:

Suspect(s):

Date Referral Received:

The Department of Public Social Services Welfare Fraud Prevention & Investigations Section conducted an investigation and determined fraud existed on the above case. As a result, we determined that there was a Child Care overpayment of \$ _____.

This case has been referred to the District Attorney's Office for prosecution consideration. We will inform you of the action taken by the District Attorney's Office and provide you with a final disposition once our investigation has been fully completed.

If you or your staff need any additional information, you may contact XXXXX XXXXX, Human Services Administrator I at (310) 349-XXXX.

Sincerely,

Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:XX:xx

WFP&I 389-DA Referral

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BRYCE YOKOMIZO
Director



Date:

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Fourth District

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Fifth District

Dear Ms. Smith:

This is to provide you with a final disposition of the following fraud referral:

Case Name:

Case Number:

Suspect(s):

Date Referral Received:

You were previously informed that the case had been referred to the District Attorney's Office to be considered for prosecution. The case was prosecuted by the District Attorney's office with the following results:

If you or your staff need any additional information, you may contact XXXXX XXXXXX, Human Services Administrator I at (310) 349-XXXX.

Sincerely,

Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:XX:xx

WFP&I 390-DA Prosecution Results - Final

County of Los Angeles
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 Fifth District

Date:

Susie Smith, Director
 Crystal Stairs, Inc.
 1234 Any Old Street
 Somewhere, CA 99999

Dear Ms. Smith:

This is to provide you with a final disposition of the following fraud referral:

Case Name:

Case Number:

Suspect(s):

Date Referral Received:

You were previously informed that the case had been referred to the District Attorney's Office to be considered for prosecution. The case was declined for prosecution by the District Attorney's office. However, since there was a loss of \$_____, we are recommending that you pursue collection through the civil court process.

If you or your staff need any additional information, you may contact XXXXXX XXXXX, Human Services Administrator I at (310) 349-XXXX.

Sincerely,

Luther Evans, Director
 Welfare Fraud Prevention & Investigations Section

LE:XX:xx

WFP&I 391-DA Decline

CHILD CARE FRAUD REFERRAL FLOWCHART

